



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 22, 2025

ADVISORY

**FULL IMPLEMENTATION OF PAYROLL PROCESSING
IN THE SCHOOLS DIVISION OF EASTERN SAMAR**

**TO: GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)
PRIVATE LENDING INSTITUTIONS (PLIs)/INSURANCE COMPANIES (ICs)
ALL OTHERS CONCERNED**

1. Please be informed that full implementation of payroll processing in the **Division of Eastern Samar** is hereby granted effective **April 2025**.
2. Relative thereto, all billings, requests for verification, remittances, and other payroll-related concerns shall be taken care of by the division office.
3. Attached is a copy of the Regional Memorandum 374, s. 2025 dated March 31, 2025, for reference.
4. Please be guided accordingly.


EVELYN R. FETALVERO, CESO III
Regional Director

AD-PS-EDR





REGIONAL MEMORANDUM

AD-PS-2025 374

DECONCENTRATION OF PAYROLL PROCESSING TO THE SCHOOLS DIVISION OF EASTERN SAMAR

To: Schools Division Superintendent } Eastern Samar Division
Chiefs of RO Administrative and Finance Divisions
All Others Concerned

1. This is to announce the initial deconcentration of the Payroll Processing to the Schools Division of Eastern Samar effective April 2025. The SDO Eastern Samar shall pilot test its own Division Integrated Information System in its implementation of the payroll system.
2. To ensure a seamless transition from the Regional Office to SDO Eastern Samar, there shall be a parallel printing of all payroll-related documents for the next 3 to 6 months until a successful operation of the system is fully determined.
3. The Payroll-In-Charge of SDO Eastern Samar shall provide the Head of the Payroll Service of the RO a monthly report to apprise the Office of its status and determine the technical assistance needed by the SDO.
4. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries and other benefits of DepEd personnel within his jurisdiction and shall take responsibility in the processing of remittances of both Government Financial Institutions (GFI) and Private Lending Institutions (PLIs).
5. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: None

References: AD-WFP, Letter Request of SDO Eastern Samar

To be indicated in the Perpetual Index under the following subjects:

DECONCENTRATION
PAYROLL PROCESSING

AD-EEC

